



Department of Public Works | 860.584.6125

**Board of Public Works**  
**Public Works Department Activity Report: Administration – April 2022**

**Public Works Monthly Metrics:**

Number of Residential Transfer Station Visitors	4281
Number of Bulk Collections	261

**Current month activities:**

- PAYT reporting and debt collection continues.
- Communications, press releases, social media, website maintenance and enhancements are ongoing.
- Management of Street Light repair requests and Shopping Cart ordinance compliance.
- Educational outreach for Reduce & Reuse and training for the Recycle Coach application, which currently has 5,250 users.
- Pursued 0 abandoned shopping carts, Due to the moved shopping carts were put on hold until May.
- Welcome packets to new residents, which included recycling magnets and events we have scheduled, have been going out Monthly.
- Assisting Solid Waste with Illegal Bulk letters and fines. 45 complaints were received in February, resulting 6 fines.
- Seven barrels were retrieved from non-renewing residents this month. We have renewed 4059 residents for the 2022 season.
- MOVED to the courthouse location

**Next month activities:**

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, and monitor illegal dumping areas.
- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app., due to being closed to the public.
- Continue work on the Department's webpage, Facebook, Instagram and Twitter accounts to enhance media presence. Everything is on our website and social media for residents to fill out or have their questions answered.
- Working with the 3<sup>rd</sup> Grades on the Reduce Reuse Recycle campaign.

111 North Main Street ♦ Ground Floor ♦ 860-584-6125

- Working with the STEM after school program with the schools on Recycling composting and gardening.
- Presented composting to Central High School in their earth day fair.

**Administration staff or concerns:**

Administration Monthly OT Costs: \$558.73

**Engineering Division Monthly Report Map 2022 BPW Meeting**

(Summary of April Activity):

- Utility coordination meetings for Jerome Ave bridge.
- Issue work orders/ oversee misc. storm drainage work in support of DPW 2022 Fall Paving program
- Preliminary Fall paving lists
- Pine Sed Chamber Construction Completion
- N. Main Street Streetscape – Concept Design
- Woodland Street Sidewalks Award to D&P Morais Construction
- Divinity St culvert coordination for easement. LOTCIP application and roadway classification modification with state.
- Lake Ave culvert coordination and design by consultant. Wetlands approval in Bristol & Southington
- Wolcott St reconstruction design coordination & review. LOTCIP application submitted. Coordinate ROW easements.
- ADA transition plan – Consultant completing field inspection of HC Ramps
- Eversource gas main installation coordination for new mains and replacements, roadway repairs by ES or fee in lieu. Inspect roadways for FIL.
- Mem Blvd Bridge Replacement Project –construction ongoing 90% complete
- Memorial Blvd Wall Replacement Project –construction ongoing 98% complete restoration in spring
- Inspect DPW facilities – Storm water control program
- Complete Louisiana Ave Bridge – Resident fencing installed – 100% project complete
- Inspect pavement markings on roadways.
- Coordination ongoing with CTDOT for West End 69/72 project
- Coordination ongoing with consultant Shrub Road Sidewalks design (survey starting) PIM to be scheduled
- Field St culvert award of contract for design (field survey complete)
- Award Permanent Patch bid (Laydon Industries)
- CDBG sidewalk bid/plans prep/grant request
- Sinkhole repair on Peacedale Street

**Engineering Division next month activities:**

- Memorial Blvd Wall – install monuments and plant trees
- Oversee storm drainage upgrades / repairs for Fall Paving program.
- Consultant preparation of Storm water Pollution Prevention Plan – DPW JPC Road site
- Woodland Street Sidewalks Award to D&P Morais Construction –Start May 16, 2022
- Eversource Gas coordination for winter projects and issue
- Memorial Blvd coord with Eversource to remove pole
- Maple Ct reconstruction design.
- Update CT DOT roadway mapping, update street light inventory for Eversource
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Work orders/encroachment permits for ADA ramps/paving/drainage for 2022 paving list.

- Huntington Woods final detention pond storm drain replacement design/bid
- Community Connectivity bid.
- Replace trees at Brook Street Wall
- Orchard Street Sidewalk Replacement Bid – Opening May 12, 2022
- Schedule Collins Rd & Maheu St drainage improvements.

**Engineering Division staff or concerns:**

Overtime for Retaining Wall (Engineering Staff) \$606.27

Environmental Protection Technician & Civil Engineer vacancy

**Facilities – April 2022**

**Building Maintenance current month (April 2022) activities:**

- Building Maintenance Staff provided final task support to D'Amato/Downes and others for site access, building systems review and other tasks associated with the repurposing of the former Court House space for the future renovation of City Hall
- Building Maintenance Staff coordinated with City Hall Departments moving to the former Court House space at 131 North Main Street, move dates of 4/8 thru 4/18 (Public Works, Treasurer, Emergency Management, Payroll, Comptroller, Purchasing & Building Departments, Mail Room, Council Chambers, Meeting Rooms and Basement Historic Documents Vault) and also installed ancillary equipment associated with restrooms, keys for building and personal office access
- Manager Oakes working in conjunction with Grants Administrator Dawn Leger submitted a State Historic Preservation Office 50/50 grant application of \$75,000 on 4/5/22 for the exterior woodwork repairs and painting of 51 High Street (incorporates lead-based paint EPA protocols and other SHPO bidding requirements)
- Manager Oakes finalized design document review and comment to Van Zelm staff with respect to mechanical upgrades at Fire House #2, Fire House #5 for bid generation with Purchasing Department
- Building Maintenance Staff completed minor tasks associated with fit out of 150 Main Street City Hall East office spaces per Department Head instruction and staff needs
- Lockout-Tag Out & Blood Borne Pathogen training conducted in-house with Building Maintenance staff, fulfilling OSHA required guidelines
- Building Maintenance Staff completed a thorough clean-out of City Hall, removing and storing any and all equipment of value and will be used in other City Buildings (removal and relocation of UST monitoring system, camera systems, AED device, lock/lever hardware, AV system, etc...)
- Staff removed number landscaping plants and shrubs to be re-purposed at other City Facilities
- AirTemp Mechanical replaced a deteriorated chiller tank panel at the Main Library and subsequently performed annual preventative maintenance (PM) on the unit, as well as PM at the Manross Library HVAC system in advance of the cooling season
- Alarm New England replaced a failed sensor on the Transfer Station office building that was causing an erroneous fault on the security system
- Building Maintenance Staff installed numerous TV/monitors in conference rooms/offices, set up public meeting rooms, install restroom dispensers/fixtures at City Hall West complex, including the construction of (6) metal sheds on the 3<sup>rd</sup> level parking area for storage of equipment belonging to ECD Farmers Market, Emergency Management supplies and Building Maintenance equipment/supplies
- Facilities Manager conducted interviews with Human Resources on 4/28 for the position of temporary Custodian
- Facilities Manager attended the monthly Diversity Council meeting to make an introduction and provide SustainableCT program offerings on Diversity, Equity & Inclusion (DEI) workshops and coordinating on future program actions to reach the Bristol community members that the Diversity Council represents and is partners with

**Building Maintenance next month (May 2022) activities:**

- Turn over City Hall to D'Amato/Downes staff for the initiation of the comprehensive renovations
- Replacement of cracked boiler section at Main Library (PO issued to Air Temp Mechanical)
- Conversion of Fire House #4 Building Management System to the City Building standard of Schneider Structure, by SNE Building Systems (delayed due to supply chain issues)
- JCI to conduct regular maintenance and annual start-up of Police Complex chiller unit to maintain equipment warranty
- Issue bid with Purchasing Department for the electrical and generator upgrades at Fire Houses #2 & #5, including installation of a dedicated AC system at Fire House #2
- Facilities Manager and Public Works Analyst Lindsey Rivers to conduct annual recycling outreach/education to several Bristol Board of Education Elementary School 3<sup>rd</sup> Graders
- Facilities Manager attending SustainableCT Diversity Training (2<sup>nd</sup> of 3 classes) on 5/10 to meet program requirements for certification
- Seasonal HVAC filter changes at all City Buildings by Staff, including motor belts and lubrication
- Landscape plantings and mulching of flower beds and landscaped area at Police Complex, 51 High Street, Animal Control Facility
- Spring landscaping clean-up activities at City facilities including parking lot curb damage repairs

**Building Maintenance Staff or concerns:**

- Anticipate increasing levels of Vacation/Miscellaneous time off during May (Memorial Day on 5/30), as employees must use any existing earned time that will expire on 7/1
- Long term loss of Groundskeeper/Building Technician due to worker's comp injury sustained on 1/11/21 (temporary Custodian Giovanni Antonio taking on the landscaping during this absence)
- Vacancy of 2<sup>nd</sup> Shift Building Maintenance Technician position, temporary Custodial position posted on City Job Openings to help alleviate work order backlog and existing staff upgraded temporarily to fill during transition
- Luis Lorenzo, Senior Maintenance Technician, named April Employee of the Month for the many hours of hard work and high level of service provided during the extensive tasks and coordination of moving offices out of City Hall
- Thanks to all the members of the Building Maintenance Staff who helped in the office moves and room set ups over the past two months, a job well done!

Luis Lorenzo      Giovanni Antonio      Keith Rondini      Sixto Avalos  
Freddy Guzman      William Leon Pineda      Joseph Howson

**Building Maintenance OT Costs:**

\$10,457.61: Staffing coverage for after-hour maintenance issues, coverage for shift vacancies due to open positions/earned time off/observed holidays, numerous tasks relating to the preparation of office spaces at 131 North Main Street for move-in from 4/8 thru 4/19 and thereafter

**Land Use activities for April 2022:**

**Zoning Commission**

Special Permit and Site Plan for drive-up facilities (ATM) at 1235 Farmington Avenue; Assessor's Map 49, Lot 30; BG (General Business) zone – APPROVED WITH STIPULATIONS.

Special Permit and Site Plan for three-family dwelling at 20 Gridley Street; Assessor's Map 29, Lot 169/42; R-15/RM (Single-Family Residential/Mixed Residential) zone – APPROVED.

Special Permit and Site Plan for three-family dwelling at 26 Gridley Street; Assessor's Map 29, Lot 170/41; R-15/RM (Single-Family Residential/Mixed Residential) zone – APPROVED.

Proposed amendments to the Zoning Regulations: 1) to modify the off-street parking requirements for multi-family dwellings in Section VIII B.2.b.(2); 2) to remove subsections V.D.7.d. & V.D.7.e from the general requirements of the A-Multi-Family Residential zone – APPROVED.

#### **Inland Wetlands & Watercourses Commission**

Wetlands application for a ten lot residential subdivision at 1960 Perkins Street; Assessor's Map 58, Lot 16-1  
– APPROVED WITH STIPULATIONS.

Wetlands application for a paved parking lot and area of grading at 16 Andrews Street; Assessor's Map 38, Lots 62-4, 62-4A, & 61-5 – APPROVED WITH STIPULATIONS.

Wetlands application for a new deck and in-ground swimming pool at 34 Climbing Street; Assessor's Map 49, Lot 106 – NOT SIGNIFICANT; APPROVED WITH STIPULATIONS.

Wetlands application for the conversion of an existing conveyance swale to bioswale, conversion of infiltrating tree wells with overflows to the south school parking lot, and incorporation of learning guide cameras for learning and monitoring at 345 Mix Street; Assessor's Map 53, Lot 140 – NOT SIGNIFICANT; APPROVED WITH STIPULATIONS.

Wetlands application for the removal of tennis courts and planting of a new garden at Memorial Boulevard & Mellen Street; Assessor's Map 30, Lot 115 – NOT SIGNIFICANT; APPROVED WITH STIPULATIONS.

Wetlands application to install temporary bypass pipe in culvert to perform concrete repairs to existing culvert roof slab, re-point existing stone abutments and wingwalls, repair existing scour hole, and install new drainage outfall in downstream stone wingwall within City right-of-Way at Wolcott Street; City Right-of-Way between Assessor's Map 7, Lot H-1 & Map 10, Lot 42D – NOT SIGNIFICANT; APPROVED WITH STIPULATIONS.

Wetlands application for the installation of an in-ground pool and concrete pavers at 30 Dorset Horn Lane; Assessor's Map 58, Lot 34 – NOT SIGNIFICANT; APPROVED WITH STIPULATIONS.

#### **Zoning Board of Appeals**

Variance of the build-to-line to allow for the construction of a mixed use development consisting of 88 residential units and approximately 17,000 sq. ft. of commercial space at east of North Main Street and north of Hope Street; Map 30, Lot 5 and Map 26 Lots 6, 7 & 8; BD-1 (Downtown Business) zone – APPROVED.

#### **Planning Commission**

Subdivision (Meadow View Farm), 1960 Perkins Street (10 lots); Assessor's Map 58, Lot 16-1; R-25 (Single-Family Residential) zone – FINAL APPROVAL GRANTED WITH STIPULATIONS.

Bristol Crossing Subdivision – Request for extension of subdivision expiration date from June 25, 2022 to June 25, 2023 for: Phase 3 – Tevin's Way Lots 14 through 25 (12 lots) – APPROVED  
EXTENSION OF SUBDIVISION EXPIRATION DATE TO JUNE 25, 2023.

#### **Historic District Commission**

The Commission did not meet in March.

#### **Land Use staff or concerns:**

- Monthly overtime costs (Board/Commission Secretaries at meeting; Assistant City Planner at meetings):  
\$315.18

#### **Streets April 2022 Report**

**Streets current month activities:**

- Continued to provide all employees with cleaning supplies as well as masks due to COVID-19
- Continued making signs for City Hall West and East as well as Pigeon Hill and Parks Department
- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Preparing for winter with salt deliveries as well as liquid mag **OFF SEASON**
- Finished Installing concrete curb at the transfer station for brush wall
- Serviced trees, including pruning, removals, and testing
  - Take downs (City Hall-10, Emmitt St Soccer Field-2)
- Finished installing mailboxes that were with in specs due to plow damage
- Pine Lake Parking Lot- (Waiting on sewer lateral to top coat)
- Milling and Paving
- Addressing Street Signs
- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam Feeder
- Patched Potholes
- Street Sweeping
- Storm Drainage
  - Completed Basin Repairs ( )
  - Installing new poles and signage
- Winter Operations- **OFF SEASON**
  - Had several storms throughout the month which resulted in snow removal (Intersections, downtown, dead ends, sight line issues)
  - Mailbox Repairs

**Streets next month activities:**

- Continue with roadside maintenance
  - Street Sweeping
  - Potholes
  - Curb repair
  - Loam
  - Driveway aprons
  - Catch basin repair
- Renting rock crusher at our Peacdale site to make material out of our concrete/asphalt pile to save the city money in materials down the road
- Mix Street Commuter Lot
- Pine Lake Parking Lot
- 1<sup>st</sup> Round of cutting and inspections of detention ponds
- Winter Operations **OFF SEASON**
  - Plowed and treated roads
  - Service Requests
    - Curbing
    - Mailboxes
- Continue addressing street road name signage replacement
  - Installing new poles and or signage

- Look into printing other road signage of other Departments
  - Fixing and installing signs for Police Department
- Maintenance of city properties
  - Litter clean up
  - Lawn Maintenance
  - Bridge clean ups
- Continue tree take downs, trimming and stump grinding
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

**Streets staff or concerns:**

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas.

February OT Totals:     \$ 1,782.66       Streets

**Solid Waste April 2022 Report**

**Solid Waste current month activities:**

- Continued illegal bulk inspection and enforcement activities. We sent out 45 letters and picked up 11 illegal bulk stops.
- The bulk crew picked up 261 scheduled bulk stops.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- We currently have 3,863 active yard waste residents.
- Had scales at the Transfer Station calibrated by Fairbanks scales.
- Started collecting reusable items at the Transfer Station for another Trash to Treasure event.
- Had Sanitary Equipment install new camera systems in R-6 and R-10, R-15 is currently there waiting to have a camera system installed.
- Helped clean up after the Community Clean-up Day.
- Delivered rubbish and recycling event barrels for the West End clean up.
- Delivered rubbish and recycling event barrel to Hope St for the car show.
- Started curbside yard waste collection, collecting 223 tons of yard waste.
- Started spring curbside leaf bag collection, collecting 85 tons of leaf bags.
- Delivered and hauled dumpsters for the City Hall clean out.

**Solid Waste next month activities**

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue collecting reusable items for Trash to Treasure.

- Continue curbside yard waste collection.
- Finish spring curbside leaf bag collection.
- Receive shipment of new rubbish, recycling and yard waste barrels.
- Deliver event barrels for any special events.

**Solid Waste staff or concerns:**

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$4,997.88
Transfer Station OT =	\$3,857.22
TS Revenue (PAYT) =	\$26,401.45
Residential Permits =	\$6,225.00
Commercial Permits =	\$1500.00
Yard Waste Revenue =	\$95,220.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$8,320.75
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$259.25
Electronics NewTech =	\$955.76
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$49.12
Misc. Revenue =	\$75.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$122.80
Simple Recycling =	\$0.00
Barrel Sale =	\$155.00
Special Pick up – 2 <sup>nd</sup>	\$1,225.00

**Fleet Maintenance Current Activities:**

- Streets Div. (C20) 2001 Tree stumper had the alternator and belts replaced. Machine is over 21 years old and is a candidate to be replaced. Part availability is becoming difficult for this older unit. Original vendor no longer exists.
- Streets Div. (S14) 2011 10 wheeled dump truck received a new auger chain. Parts were on back order. We are currently awaiting a new valve body setup for the spreader system as the old one is malfunctioning. Scheduled to be back in service by 2<sup>nd</sup> week of May.
- Streets Div. (S17) 2016 6 Wheeled dump truck was brought in for a leaking fuel line and a tailgate that was frozen shut. Both items were repaired and grease fittings were installed to lubricate the tailgate. Proper washing after storms will help out as well.



- Streets Div. (GC2) 2000 Volvo front end loader received new skid pads for the bucket. This is as of now a 22 year old machine and should be replaced in the near future.
- Streets Div. (C7) 2006 Street sweeper had side broom bushings replaced as well as a new blower motors for the hydraulics.
- Streets Div. (C36) 2006 street sweeper received new rear skid shoes as well as blower fan repair as well. Both units are back in service.
- Streets Div. (C39) 2007 Volvo Excavators' bucket was brought to us to replace the worn out attachment pins. Machine is back in service.
- Fleet Div. serviced and repaired both curb machines for Streets operations.
- Solid Waste Div. (R5) 2013 Automated rubbish truck was diagnosed with a bad knock sensor. During inspection, truck also had 2 leaking wheel seals as well as a steady hydraulic leak. All issues have been addressed. Camera switch box was ruined due to water damage. Was sent out for warranty. Truck is still in service.
- Solid Waste Div. (R27) 2014 automated rubbish was brought in for a broken packer as well as a worn out packer track. Issues like this used to go out for repair, but we decided to do the repairs in house saving us down time and cost. Truck also had a leaking radiator and side arm wear damage. All issues were addressed properly and unit is back in service.
- Solid Waste Div. R10 and R6 were sent out to replace the problematic wireless camera systems with a hard wired setup instead. This fix corrected our issues and cameras are working as they should. Still awaiting R15's monitor to complete that truck.
- Solid Waste Div. (R17) 2013 Automated rubbish truck was brought in for a hydraulic and DEF leak. Both leaks were repaired but noticed we needed to order a replacement hopper camera. Truck is usable but still awaiting camera to complete.

#### **Fleet Maintenance Next Months' Activities:**

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to keep Streets Ops. Running strong.
- Continue to keep our Solid Waste running strong.
- Inspecting all vehicles after winter usage.
- Checking all plates are in good condition.

#### **Fleet Maintenance Staff or Concerns:**

- I still would like to put together a procedure to buy used equipment. (We currently have funds set aside for the purchase of 4 used vehicles at state cost )
- Purchased 3 State used vehicles for a cost of \$23,900. This saved us around \$141,100 opposed to buying brand new vehicles. This will greatly help our staff as well as our budget.

- Concerns about vehicle availability for 2022-23 capital budget due to Covid related non production issues.
- Concerns about the inflation, availability and surplus costs on equipment, Fuel, parts and materials.
- 1 Mechanics position open.
- Tony Constrastano is trying out 1 of the Mechanics positions which will open up a Mechanic's Helper position.
- Overtime expenditures and totals \$2,077.91 (Holiday, Dispatch and Mechanic).